

APPENDIX D (REQUIRED FORMS AND DOCUMENTATION)
EXHIBIT 5 (CERTIFICATION OF NO CONFLICT OF INTEREST)

The Los Angeles County Code Section 2.180.010 (Certain Contracts Prohibited) provides as follows:

- A. Notwithstanding any other section of this Code, County shall not contract with, and shall reject any proposals submitted by, the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:
1. Employees of the County or of public agencies for which the Board of Supervisors is the governing body;
 2. Profit-making firms or businesses in which employees described in Number 1 serve as officers, principals, partners, or major shareholders;
 3. Persons who, within the immediately preceding twelve (12) months, came within the provisions of Number 1, and who:
 - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in developing the contract or its service specifications; and
 4. Profit-making firms or businesses in which the former employees, described in Number 3, serve as officers, principals, partners, or major shareholders.
- B. Contracts submitted to the Board of Supervisors for approval or ratification shall be accompanied by an assurance by the submitting department, district or agency that the provisions of this section have not been violated.

Certification and Declaration

I declare under penalty of perjury under the laws of the State of California that the information stated herein is true and correct.

Proposer's Name

Name of Authorized Representative

Title of Authorized Representative

Authorized Representative's Signature

Date

APPENDIX D (REQUIRED FORMS AND DOCUMENTATION)
EXHIBIT 6 (FAMILIARITY WITH COUNTY'S LOBBYIST ORDINANCE
CERTIFICATION)

Proposer certifies that:

- 1) It is familiar with the terms of the County of Los Angeles Lobbyist Ordinance, Los Angeles Code Chapter 2.160;
- 2) All persons acting on behalf of Proposer's organization have and will comply with this Ordinance during the proposal process; and
- 3) It is not on the County of Los Angeles Executive Office's List of Terminated Registered Lobbyists.

Certification and Declaration

I declare under penalty of perjury under the laws of the State of California that the information stated herein is true and correct.

Proposer's Name

Name of Authorized Representative

Title of Authorized Representative

Authorized Representative's Signature

Date

APPENDIX D (REQUIRED FORMS AND DOCUMENTATION)
PART I (REQUIRED FORMS)
EXHIBIT 7 (REQUEST FOR PREFERENCE PROGRAM CONSIDERATION)

☐ Request for Local Small Business Enterprise (“LSBE”) Program Preference

- ☐ Proposer is certified as meeting the Federal small business criteria for the number of employees and/or revenue as defined by U.S. Small Business Administration (“SBA”).

OR

- ☐ Proposer is certified as maintaining an active registration as a small business on the Federal System for Award Management (“SAM”) database.

AND

- ☐ Proposer is certified as an LSBE vendor by the County of Los Angeles Department of Consumer and Business Affairs (“DCBA”).

☐ Request for Social Enterprise (“SE”) Program Preference

- ☐ Proposer has been in operation for at least one (1) year providing transitional or permanent jobs with access to supportive services, jobs training/job readiness and skills building as indicated in Los Angeles County Code Chapter 2.205 (Social Enterprise Preference Program) employing at least fifty-one percent (51%) of a Transitional Workforce.

OR

- ☐ Proposer’s primary purpose is the common good as demonstrated through a published mission statement and whose principal business activity is directly related to accomplishing that stated social mission.

AND

- ☐ Proposer is certified as an SE vendor by DCBA.

☐ Request for Disabled Veterans Business Enterprise (“DVBE”) Program Preference

- ☐ Proposer is certified by the State of California Department of General Services (“DGS”), Procurement Division (“PD”), Office of Small Business and DVBE Services (“OSDS”) as a DVBE vendor.

OR

- ☐ Proposer is certified as a service-disabled veteran-owned small business by U.S. Department of Veterans Affairs.

OR

- ☐ Proposer is certified as a DVBE vendor by other certifying agencies pursuant to DCBA’s inclusion policy that meets the criteria set forth by the agencies noted in the RFP, Subparagraph 6.6.2.1 and Subparagraph 6.6.2.2.

AND

☐ Proposer is certified as a DVBE vendor by DCBA.

Certification and Declaration

My organization meets all of the requirements for the selected Preference Program(s) identified above and I request that this proposal be considered for the Preference Program(s) selected.

A copy of the certification letter issued by DCBA is attached.

I acknowledge that County reserves the right to modify and/or cancel any of the Preference Programs at County's sole discretion and Proposer shall comply with County's final decision.

I understand that the Preference Programs' price or scoring preference shall not be combined with any other County preference program to exceed fifteen percent (15%) for any proposal submitted in response to this solicitation. As such, if my organization is approved to receive a preference for my proposal then only one (1) of the selected Program Preferences identified above will be applied to my proposal.

I declare under penalty of perjury under the laws of the State of California that the information stated herein is true and accurate.

Proposer's Name

Name of Authorized Representative

Title of Authorized Representative

Authorized Representative's Signature

Date

Reviewed by County (For County Use Only)

Name of Reviewer

Approved or Disapproved

Reviewer's Signature

Date

INSTRUCTIONS:

1. Proposer requesting consideration for a Preference must complete and submit this form along with Proposer's copy of the certification letter issued by the Department of Consumer and Business Affairs for proper consideration of the Preference.
2. Proposer may request consideration for one (1) or more of the Preference Programs.
3. Complete the *Certification and Declaration*; do not complete *Reviewed by County (For County Use Only)*.

APPENDIX D (REQUIRED FORMS AND DOCUMENTATION)
EXHIBIT 8 (PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION)

In accordance with Los Angeles County Code Section 4.32.010, Proposer certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries or holding companies are and will be treated equally by Proposer's firm without regard to or because of race, religion, ancestry, national origin or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CERTIFICATION		YES/NO
1.	Proposer has written policy statement prohibiting discrimination in all phases of employment.	
2.	Proposer periodically conducts a self-analysis or utilization analysis of its workforce.	
3.	Proposer has a system for determining if its employment practices are discriminatory against protected groups.	
4.	When problem areas are identified in employment practices, Proposer has a system for taking reasonable corrective action to include establishment of goals and/or timetables.	

Declaration

I declare under penalty of perjury under the laws of the State of California that the information stated herein is true and correct.

Proposer's Name

Internal Revenue Service Employer Identification Number

Name of Authorized Representative

Title of Authorized Representative

Authorized Representative's Signature

Date

APPENDIX D (REQUIRED FORMS AND DOCUMENTATION)
EXHIBIT 9 (ATTESTATION OF WILLINGNESS TO CONSIDER
GAIN AND GROW PARTICIPANTS)

As a threshold requirement for consideration for the Subaward (that is "Contract"), Proposer shall demonstrate a proven record for hiring GAIN and/or GROW participants or shall attest to a willingness to consider GAIN and/or GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Proposer shall attest to a willingness to provide employed GAIN and/or GROW participants with access to Proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

To obtain qualified GAIN and/or GROW participants as potential employment candidates, Subrecipient (that is "Contractor") shall report all job openings with job requirements to: GAINGROW@dpss.lacounty.gov.

Proposers who are unable to meet this requirement shall not be considered for the Contract.

A. Proposer has a proven record of hiring GAIN and/or GROW participants.

☐ YES (subject to verification by County) ☐ NO

B. Proposer is willing to provide County of Los Angeles Department of Public Social Services with all job openings and job requirements to consider GAIN and/or GROW participants for any future employment openings if the GAIN and/or GROW participant meets the minimum qualifications for the opening. "Consider" means that Proposer is willing to interview qualified GAIN and/or GROW participants.

☐ YES ☐ NO

C. Proposer is willing to provide employed GAIN and/or GROW participants with access to its employee-mentoring program, if such a program is available.

☐ YES ☐ NO ☐ N/A (Program not available)

Proposer's Name

Name of Authorized Representative

Title of Authorized Representative

Authorized Representative's Signature

Date

APPENDIX D (REQUIRED FORMS AND DOCUMENTATION)
EXHIBIT 10 (COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY
SERVICE PROGRAM CERTIFICATION AND APPLICATION FOR EXCEPTION)

This solicitation is subject to County's Jury Service Program requirements as outlined in Los Angeles County Code Chapter 2.203 (Contractor Employee Jury Service).

Part I (Jury Service Program is Not Applicable to My Business)

☐ My business does not meet the definition of "contractor," as defined in the Jury Service Program, as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one (1) or more County of Los Angeles contracts or subcontracts (this exception is not available if the Subaward (that is "Contract") itself will exceed \$50,000). I understand that the exception will be lost and I must comply with the Jury Service Program if my revenues from County of Los Angeles exceed an aggregate sum of \$50,000 in any 12-month period.

☐ My business is a small business as defined in the Jury Service Program. It 1) has ten (10) or fewer employees; and, 2) has annual gross revenues in the preceding twelve (12) months which, if added to the annual amount of this Contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exception will be lost and I must comply with the Jury Service Program if the number of employees in my business and my gross annual revenues exceed the above limits.

"Dominant in its field of operation" means having more than ten employees and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the Contract awarded, exceed \$500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

☐ My business is subject to a Collective Bargaining Agreement (agreement is attached) that expressly provides that it supersedes all provisions of the Jury Service Program.

Part II (Certification of Compliance)

☐ My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, **or** my business will have and adhere to such a policy prior to award of the Contract.

Declaration

I declare under penalty of perjury under the laws of the State of California that the information stated herein is true and correct.

Proposer's Name

Title of Program Services

Name of Authorized Representative

Title of Authorized Representative

Authorized Representative's Signature

Date

INSTRUCTIONS:

1. All Proposers, whether a contractor or subcontractor, must complete this form to either certify compliance with or request an exception from County's Jury Service Program requirements. Upon review of the completed form, County will determine, in its sole discretion, whether Proposer will be exempted from the Jury Service Program.
2. Complete either Part I (Jury Service Program is Not Applicable to My Business) or Part II (Certification of Compliance) of the form as follows:
 - a. Part I (Jury Service Program is Not Applicable to My Business): If you believe that the Jury Service Program does not apply to your organization, check the appropriate box in Part I and attach documentation to support your claim.
 - b. Part II (Certification of Compliance): Complete Part II to certify that your organization is already in compliance with the Jury Service Program.
3. Declaration: Whether you complete Part I (Jury Service Program is Not Applicable to My Business) or Part II (Certification of Compliance), please sign and date this form.

APPENDIX D (REQUIRED FORMS AND DOCUMENTATION)
EXHIBIT 12 (CERTIFICATION OF INDEPENDENT PRICE DETERMINATION
AND ACKNOWLEDGEMENT OF REQUEST FOR PROPOSAL RESTRICTIONS)

- A. By submission of this proposal, Proposer certifies that the prices quoted herein have been arrived at independently without consultation, communication or agreement with any other Proposer or competitor for the purpose of restricting competition.
- B. List all names and telephone numbers of persons legally authorized to commit Proposer (Authorized Representative(s)).

NAME

PHONE NUMBER

NOTE: Persons signing on behalf of Proposer will be required to warrant that they are authorized to bind Proposer if awarded a Contract.

- C. List names of all joint ventures, partners, subcontractors or others having any right or interest in this solicitation and any resulting Subaward that may be granted under this solicitation or the proceeds thereof. If not applicable, state "NONE".

- D. Proposer acknowledges that it has not participated as a consultant in the development, preparation or selection process associated with this solicitation. Proposer understands that if it is determined by County that Proposer did participate as a consultant in this solicitation process, County shall reject this proposal.

Declaration

I declare under penalty of perjury under the laws of the State of California that the information stated herein is true and correct.

Proposer's Name

Name of Authorized Representative

Title of Authorized Representative

Authorized Representative's Signature

Date

APPENDIX D (REQUIRED FORMS AND DOCUMENTATION)
EXHIBIT 19 (CHARITABLE CONTRIBUTIONS CERTIFICATION)

The Nonprofit Integrity Act (Senate Bill 1262 Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to Proposer's organization:

- ☐ Proposer has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, Proposer will timely comply with them and provide County's Contract Manager a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.
- ☐ Proposer is registered with the California Registry of Charitable Trusts under the CT number listed below and is in compliance with its registration and reporting requirements under California law. Attached is a copy of Proposer's most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations Sections 300-301 and Government Code Sections 12585-12586.

Declaration

I declare under penalty of perjury under the laws of the State of California that the information stated herein is true and correct.

Proposer's Name

California Registry of Charitable Trusts "CT" number (if applicable)

Name of Authorized Representative

Title of Authorized Representative

Authorized Representative's Signature

Date

APPENDIX D (REQUIRED FORMS AND DOCUMENTATION)
EXHIBIT 20 (CERTIFICATION OF COMPLIANCE WITH COUNTY'S
DEFAULTED PROPERTY TAX REDUCTION PROGRAM)

Proposer certifies that:

- ☐ It is familiar with the defaulted property tax requirements outlined in Los Angeles County Code Chapter 2.206 (Defaulted Property Tax Reduction Program); **and**

To the best of its knowledge, after a reasonable inquiry, Proposer is not in default, as that term is defined in Los Angeles County Code Section 2.206.020.E, on any Los Angeles County property tax obligation; **and**

Proposer agrees to comply with County's Defaulted Property Tax Reduction Program during the term of any Subaward (that is "Contract").

- ☐ It is exempt from County of Los Angeles Defaulted Property Tax Reduction Program, pursuant to Los Angeles County Code Section 2.206.060, for the following reason:

Declaration

I declare under penalty of perjury under the laws of the State of California that the information stated herein is true and correct.

Proposer's Name

Title of Program Services

Name of Authorized Representative

Title of Authorized Representative

Authorized Representative's Signature

Date

APPENDIX D (REQUIRED FORMS AND DOCUMENTATION)
PART I (REQUIRED FORMS)
EXHIBIT 22 (COMPLIANCE WITH DATA ENCRYPTION REQUIREMENTS)

Proposer shall provide information about its data encryption practices. Proposer acknowledges that the information provided on this form certifies that Proposer will comply with County of Los Angeles Board of Supervisor's Policy Manual Chapter 5 (Contracting and Purchasing) Policy Number 5.200 (Contractor Protection of Electronic County Information) at the commencement of and during the term of the Subaward which may be granted pursuant to this solicitation.

REQUIREMENT	COMPLIANCE RESPONSE	DOCUMENTATION AVAILABLE
Will County Information Assets (defined in Appendix A (Sample Subaward), Exhibit P (Definitions)) stored on your workstation(s) be encrypted?		
Will County Information Assets stored on your laptop(s) be encrypted?		
Will County Information Assets stored on removable media be encrypted?		
Will County data be encrypted when transmitted?		
Will Proposer maintain a copy of any validation/attestation reports generated by its encryption tools?		
Will County Information Assets be stored on remote servers (i.e., cloud storage, Software-as-a-Service (SaaS))?		

Declaration

I declare under penalty of perjury under the laws of the State of California that the information stated herein is true and correct.

Proposer's Name

Name of Authorized Representative

Title of Authorized Representative

Authorized Representative's Signature

Date